



New Jersey Department of Children and Families Policy Manual

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Subchapter:	I	Institutional Abuse Investigation Unit	
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[Click below to view or print the IAIU File Structure Protocol.](#)

WHEN TO USE IT

This protocol was developed by the Institutional Abuse Investigation Unit, to standardize the format of "paper" file management by all IAIU Regional Offices.

HOW TO USE IT

Original files are:

- Maintained at the Regional Office, when the investigation finding is NOT ESTABLISHED or UNFOUNDED (for all allegations). A copy of the file is forwarded to IAU Central Office.

OR

- Forwarded to IAIU Central Office, when the investigation finding is SUBSTANTIATED (i.e., at least one allegation is Substantiated) or ESTABLISHED (i.e., at least one allegation is Established). A copy of the file is kept at the Regional Office that conducted the investigation.

The IAIU Investigator, assisted by clerical staff, when needed, prepares and maintains the file in clasping folders. The files are organized in reverse chronological order.